

INDIANA COMMISSION ON PROPRIETARY EDUCATION
Board of Commissioners Meeting Memorandum

Date: May 11, 2007

From: Rebecca Carter, Director of Regulatory Compliance

Subject: ITT TECHNICAL INSTITUTE - INDIANAPOLIS
NEW DEGREE APPLICATIONS

Staff Recommendation

The commission staff recommends that ITT Technical Institute - Indianapolis be granted the authority to award the Associate of Science and the Associate of Applied Science degree in the following programs:

AS – Nursing
AAS – Visual Communications

Background Information

ITT Technical Institute is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

The associate of science degree consists of 96 quarter-credit hours of training; over 50% of the courses are in the Specialty and a minimum of 30% in Liberal Arts; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4. The associate of applied science degree also consists of 96 quarter-credit hours of training; and a minimum of 75% of the courses are in the Specialty.

Supportive Documentation

1. Degree Application
2. Instructor Qualification Record forms



www.PLA.IN.gov
Governor Mitchell E. Daniels, Jr.

402 W. Washington St. Room W072
Indianapolis, IN 46204
Tel: (317) 232-2980 Fax: (317) 233-4236

April 25, 2007

ITT Technical Institute
Attn: Marilyn Chestnut, MSN, RN, BC-APRN, FNP
9511 Angola Court
Indianapolis, IN 46268-1119

Dear Ms. Chestnut:

The Indiana State Board of Nursing approved ITT Technical Institute's letter of intent and application for accreditation at their April 19, 2007 Board meeting. The next step is to be scheduled for a site visit. Please contact us when your facility is prepared for a site visit.

If you have any questions please feel free to contact me at (317) 234-1992 or via e-mail at mihines@pla.in.gov.

Sincerely,

Michelle Hines, Assistant Director
Indiana State Board of Nursing

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution ITT Technical Institute - Indianapolis

Name of Program Nursing

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AS

Name of Person Preparing this Form Wendy Kandel

Telephone Number 317.706.9276 Application Type

Date the Form was Prepared 4.6.07 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Please note that application for this Associate in Science, Nursing program has been submitted with the Indiana State Nursing Board as of March 30, 2007.

The objective of the Associate in Science, Nursing program is to help graduates prepare to become licensed Registered Nurses (RNs) after successful completion of the National Council Licensure Examination (NCLEX). The program combines theory, laboratory and clinical experiences in addressing the concepts of professional nursing roles: caregiver, advocate, educator, communicator and manager.

Areas of study include nursing values and roles, fundamental nursing concepts and techniques, adult health nursing, gerontological nursing, mental health nursing, maternal child nursing, critical care nursing and pharmacology, with nutrition and dosage calculation integrated throughout the program.

Graduates of this program are eligible to apply for and take the NCLEX exam for licensure as a Registered Nurse. Graduates who pass the NCLEX may pursue careers as Registered Nurses, caring for patients across the life span in a variety of health care areas ranging from intensive care nursing to community based settings.

NAME OF PROGRAM:	<u>Nursing</u>	
TOTAL COURSE HOURS:	<u>96</u>	Check one: Quarter Hours <input checked="" type="checkbox"/>
		Semester Hours <input type="checkbox"/>
		Clock Hours <input type="checkbox"/>
LENGTH OF PROGRAM:	<u>8 Quarters</u>	TUITION: <u>\$40,800</u>

[illegible]

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE117	Composition I	4
GE127	College Mathematics I	4
GE150	Survey of Sciences	4
GE173	Psychology	4
GE217	Composition II	4
GE347	Group Dynamics	4
HS110	Anatomy and Physiology I	4
HS120	Anatomy and Physiology II	4
TB133	Strategies for the Technical Professional	4
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of Credit/Clock Hrs. in Specialty: 60 / _____ Percentage: 62%
Number of Credit/Clock Hrs. in General Courses: _____ / _____ Percentage: _____

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: 36 / _____ Percentage: 38%

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Library Resource Center (LRC) is located on the first floor of the school at 9511 Angola Ct., Indianapolis, IN 46268. It is open to students from 8:00AM until 10:00 PM Monday through Friday, and 9:00 AM until 2:00 PM on Saturday. A full time librarian and a full time library assistant staff the LRC. The Virtual Library is available at any time from any location with an Internet connection and web browser. The URL is library.itt-tech.edu. Library resources support the entire curriculum, including general education courses.

2. Number of volumes of professional material:

The current on-site LRC collection estimates 2000 volumes of professional material.

3. Number of professional periodicals subscribed to:

The current on-site LRC professional periodical subscriptions are 24.

4. Other library facilities in close geographical proximity for student access:

Students in the *Indianapolis* area have access to the following libraries:

Indianapolis-Marion County Public Library System
Indiana State Library, Indianapolis
Indiana Historical Society Library, Indianapolis
Christian Theological Seminary Library, Indianapolis
Indiana University Purdue University at Indianapolis (IUPUI) Libraries

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 12 Full-time: 3 Part-time: 9

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Albin, William	MA	19	3	0	X	
Allen, Harriet	MAT	26	1	26	X	
Barr, Miriam	MA	2	<1	0		X
Blair, Sandra	PHD	12	7	1	X	
Carlisle, Montrese	MBA	7	<1	5		X
Chestnut, Marilyn	MSN	20	<1	8	X	
Hayes, Russell	MS	9	<1	0		X
Jonak, Charles	MA	26	1	0		X
McDermott, Stephanie	BS	8	3	0		X
Milne, Beth	MA	7	1	4		X
Ogega, Sakawa	BS	11	<1	0		X
Rife, Harold	MS	37	5	1		X
Wilken, Curtis	PHD	12	<1	12		X
Willoughby, Tanisha	JD	3	<1	0		X

Additional faculty will be hired approximately one month in advance of the new program start date so that they can familiarize themselves with the curriculum. As an institution regulated by the Indiana Commission on Proprietary Education, and the State Board of Nursing for the Associate in Science, Nursing program, the Indianapolis campus will comply with standards relative to faculty qualifications.

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution ITT Technical Institute - Indianapolis

Name of Program Visual Communications

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Wendy Kandel, Regulatory Affairs Manager

Telephone Number 317.706.9276 Application Type

Date the Form was Prepared May 1, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The purpose of this program is to help students prepare for entry-level positions in visual communications related professions. The curriculum of the program consists of a foundation core of design and general education courses, followed by studies in multimedia applications. The Visual Communications program can help graduates prepare to perform tasks associated with designing and creating interactive multimedia communications and print communications. Additional curriculum topics, investigated through classroom and laboratory experiences, include graphic design, multimedia applications and other related technical subjects.

Graduates of this program may pursue careers in a variety of entry-level positions involving the design and production of digital media, print media and a variety of applications used in corporate and public communications.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Visual Coomunications

TOTAL COURSE HOURS: 96 Check one: **Quarter Hours** ☒
 Semester Hours ☐
 Clock Hours ☐

LENGTH OF PROGRAM: 8 Quarters TUITION: \$41,800

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CD140	Rapid Visualization	4
IT107	Instructional Design	4
IT212	Broadcast Graphics	4
IT309	Animation I	4
IT310	Audio/Visual Techniques	4
IT311	Animation II	4
VC100	Introduction to Design	4
VC110	Typography	4
VC130	Digital Type and Image Manipulation	4
VC210	Modeling in 3D	4
VC215	Interactive Communication Design	4
VC220	Graphic Design Production Processes	4
VC230	Digital Prepress	4
VC240	Visual Design for the Web	4
VC250	Design Project	4
TB133	Strategies for the Technical Professional	4
TB184	Problem Solving	4
TB332	Professional Procedures and Portfolio Development	4

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
GE117	Composition I	4
GE127	College Mathematics I	4
GE192	College Mathematics II	4
GE217	Composition II	4
GE347	Group Dynamics	4
GE364	Art Appreciation	4

Number of Credit/Clock Hrs. in Specialty: 72 / Percentage: 75%
Number of Credit/Clock Hrs. in General Courses: 24 / Percentage: 25%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: N/A / Percentage: N/A

III. LIBRARY: Please provide information pertaining to the library located in your institution.

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2. Number of volumes of professional material:

The current on-site LRC collection estimates 2000 volumes of professional material.

3. Number of professional periodicals subscribed to:

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Christian Theological Seminary Library, Indianapolis
Indiana University Purdue University at Indianapolis (IUPUI) Libraries

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 13 Full-time: 3 Part-time: 10

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Albin, William	MA	19	3	0	X	
Allen, Harriet	MAT	26	1	26	X	
Barr, Miriam	MA	2	<1	0		X
Blair, Sandra	PHD	12	7	1	X	
Carlisle, Montrese	MBA	7	<1	5		X
Hayes, Russell	MS	9	<1	0		X
Jonak, Charles	MA	26	1	0		X
McDermott, Stephanie	BS	8	3	0		X
Milne, Beth	MA	7	1	4		X
Ogega, Sakawa	BS	11	<1	0		X
Rife, Harold	MS	37	5	1		X
Wilken, Curtis	PHD	12	<1	12		X
Willoughby, Tanisha	JD	3	<1	0		X

New faculty for the proposed program will be hired as needed approximately one (1) month in advance of the program start date so that they can familiarize themselves with the curriculum. As an institution regulated by the Indiana Commission on Proprietary Education, the Indianapolis campus will comply with standards relative to faculty qualifications.

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Barr Miriam (Middle)
(Last) (First)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IUPUI	Indianapolis	English	2000	2005
Butler University	Indianapolis	Accounting/French	1995	2000
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
ITT Technical Institute	Indianapolis	INSTRUCT and educate students	2006	Present
IUPUI School of Medicine	Indianapolis	Administrative duties regarding grant	2004	Present
International School of Medicine	Indianapolis	Financial reporting	2000	2003

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Carlisle Montrese A.
(Last) (First) (Middle)

Names of Courses Taught:

COLLEGE MATHEMATICS I GE 127 E2

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan	Indianapolis	MBA	2000	2003
Purdue University	W.Lafayette, IN	Management	1991	1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
ITT Technical Institiue	Indianapolis, IN	Instruct and educate students	11/06	Present
Ivy Tech Community College	Indianapolis, IN	Instruct and educate studets	08/02	Present
State of Indiana	Indianapolis, IN	Prepare finanacial statemenets and preform	07/01	01/04
Manpower	Accountant	Temp assignments	07/00	07/01

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Chestnut Marilyn (Middle)
(Last) (First)

NAME OF INSTITUTION: ITT Technical Institute, Indianapolis

Program Chair, Nursing

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
University of St. Francis	Fort Wayne, IN	Nursing-FNP (MSN, 1997)	1994	1997
Indiana University School of Nursing	Indianapolis, IN	Nursing (BSN, 1987)	1982	1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Associate Professor, Nursing	Marian College, Indianapolis, IN	Taught nursing courses	1998	2006
Director of Nursing, Family Nurse Practitioner	LaRue Carter Hospital Indianapolis, IN	Overall supervision of all nursing staff	2000	2006
Family Nurse Practitioner	St. Francis Hospital Greenwood, IN	Managed medical issues of patients	1997	2000
RN-Triage	IU Family Practice Indianapolis, IN	Telephone triage, staff education	1995	1997

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Hayes Russell W
(Last) (First) (Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Oakland University	Rochester, MI	Physics	2003	2006
Oakland University	Rochester, MI	Physics	1998	2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
ITT Technical Institute	Indianapolis	Instruct and educate students	2006	Present
Patriot Engineering	Indianapolis	Testing and Inspecting	2006	Present
Limelight Music	Indianapolis	Teaching music/guitar	2004	2006
Oakland University	Rochester, MI	Teaching Physics	2004	2005

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Jonak Charles A
(Last) (First) (Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Northern Illinois University	Dekalb	MA IN Journalism	8/74	8/80
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Kiwanis International	Indpls., IN	Magazine Editor	7/81	8/02

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: McDermott Stephanie (Middle)
(Last) (First)

Names of Courses Taught:

STRATEGIES FOR THE TECHNICAL PROFESSIONAL TB 133 E6

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana Wesleyan	Marion, IN	BS - Management	2001	2002
ITT Technical Institute	Indianapolis, IN	AAS - Computer Networking	1999	2001
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
IT Consultant	Piazza Produce	IT Consulting & Support	2001	Present
Data Manager	MedFocus @ Eli Lilly Co.	Clinical Research Consultant	2004	Present
Data Mgmt/IT Support	IU School of Medicine	Clinical Research & IT Support	2001	2004
Work Study	ITT Technical Institute	Student Lab Assistant & IT Support	1999	2001

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Milne Beth A
(Last) (First) (Middle)

Names of Courses Taught:

GE127 (College Math I) M1

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	MA in Sociology	8/92	5/94
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Corinthian Colleges, Inc		Online Instructor	11/04	Present
Kaplan University	Indiana	Online Instructor	7/03	Present
Ivy Tech State College	Indianapolis, IN	Instructor		

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IUPUI	Indianapolis	Computer Engineering	1999	2004
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
ITT Technical Institute	Indianapolis	Instructor and educate students	2006	Present
FedEx	Indianapolis	Supervisor - loading	2002	Present
Wackenhut Corporation	Indianapolis	Access control	1996	2002

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Rife Harold

(Last) (First) (Middle)

Names of Courses Taught:

College Mathematics II GE 192 E1-GW

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IUPUI	Indianapolis	Electrical and computer engineering	2003	2006
University of Saint Thomas	Houston	Education	2001	2002
Rose Hulman University	Terre Haute, IN	Electrical and computer engineering	1970	1973
Purdue University	W. Lafayette, IN	Electrical and Computer engineering	1965	1970
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
ITT Technical Institute	Indianapolis	Instruct and educate students	2006	Present
IUPUI	Indianapolis	Taught freshman English	2004	2004
ITT Technical Institute	Indianapolis	Instruct and educate students	2002	2004
Kelly Services	Indianapolis	Grading ISTEP writing	2002	2002

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Wilken Curtis B
(Last) (First) (Middle)

Names of Courses Taught:

TB 133 Strategies for the Technical Professional E1-GW

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, Indiana	Composition/Ph.D	1995	2003
St. Cloud State Univ.	St. Cloud, MN	English/M.A.	1989	1994
Bethel University	St. Paul, MN	English Literature/B.A.	1982	1986
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
ITT Technical Institute	Indianapolis, IN	Adjunct Instructor	2006	Present
Ball State University	Muncie, IN	Assistant Professor	2002	2006
Ball State University	Muncie, IN	Part-Time Faculty	1995	2002
Vincennes University	Anderson, IN	Adjunct Faculty	1995	1995

INSTRUCTOR'S QUALIFICATION RECORD

Please **TYPE** the form.

NAME: Willoughby Tanisha
(Last) (First) (Middle)

Names of Courses Taught:

ETHICS EG 468 E4

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IU School of Law	Indianapolis, IN	JD - Law	2002	2005
Butler University	Indianapolis, IN	BS - Education	1997	2001
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Instructor	ITT Technical Institute	Teaching Students	2006	Present
Deputy Attorney General	Office of Attorney General	Attorney	2006	Present
Law Clerk	Public Defender of Indiana	Legal Duties	2003	2006